

<p style="text-align: center;">POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION</p>	<p style="text-align: center;">POLICY NUMBER A-04.1</p>	<p style="text-align: center;">PAGE NUMBER 1 of 2</p>
<p>CHAPTER: 11 BUREAU OF CORRECTIONAL HEALTHCARE SERVICES</p>	<p>RELATED NCCHC/ACA STANDARDS: P-A-04,J-A-04/4-4408, 4-4409 (ESSENTIAL)</p>	
<p>APPROVED BY THE COMMISSIONER:</p>	<p>SUBJECT: STAFF MEETINGS</p>	
<p>EFFECTIVE DATE: 11/14/07</p>	<p>REVISED: 4/13/09; 4/23/10</p>	
<p>APPROVED FOR PUBLIC RELEASE</p>		

- I. AUTHORITY: Bureau of Correctional Healthcare Services
- II. PURPOSE: To provide monthly communication between medical vendor staff and medical vendor administration. In addition, to identify Health Services Unit operational concerns, and to share information.
- III. APPLICABILITY: All Department of Correction (DOC) employees and vendor staff, offenders, and any outside healthcare provider servicing DOC offenders.
- IV. DEFINITIONS: See glossary.
- V. POLICY:
 1. A monthly Staff Meeting chaired by the Health Services Administrator or Director of Nursing will be held. Medical, mental health and dental staff are included in these meeting.
 2. The format of the Staff Meeting includes:
 - a. Personnel Announcements (new staff, changes/review of personnel policies, etc.);
 - b. Safety Report and Discussion (number, type, and follow-up of staff injuries);
 - c. Exposure Report and Discussion (number, type, and follow-up of infectious disease exposures of staff);
 - d. Staff input for improving safety and exposure practices including safety devices and Personal Protective Equipment;

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- e. Quality Improvement reports and activities;
 - f. Other reports such as Warden or Facility Administrative Meetings, Monthly Health Services Report, and Inspection Reports;
 - g. Operational issues;
 - h. In-service education.
3. Minutes of the meeting will be developed by site staff and made available for review by staff unable to attend the meeting. The Health Service Administrator or designee will retain minutes.

References:

National Commission on Correctional Health Care: Standards for Health Services in Prisons, 2008, P-A-04.

National Commission on Correctional Health Care: Standards for Health Services in Jails, 2008, J-A-04.

American Correctional Association: Standards for Adult Correctional Institutions, 4TH Ed., 2008 Supplement. 4-4015.